



DEPARTMENT OF THE NAVY

NAVAL MEDICAL EDUCATION AND TRAINING COMMAND  
8901 WISCONSIN AVENUE  
BETHESDA, MARYLAND 20889-5611

NAVMEDEDTRACOMINST 1616.1  
00CMC

06 FEB 2003

**NAVMEDEDTRACOM INSTRUCTION 1616.1**

From: Commander

Subj: EXTRA MILITARY INSTRUCTION (EMI) AND TEMPORARY  
ADMINISTRATIVE WITHHOLDING OF PRIVILEGES

Ref: (a) Manual for Courts-Martial, 2000 (Rev)  
(b) U.S. Navy Regulations 1990  
(c) JAGMAN 0103

Encl: (1) EMI Report Sheet (w/encl EMI Accountability Sheet)  
(2) EMI Flow Chart  
(3) Temporary Withholding of Privileges Memorandum

1. **Purpose.** To establish policy and procedures for assignment, control, and reporting of EMI or temporary withholding of privileges, per references (a) through (c)
2. **Cancellation.** NSHSBETHINST 1616.2B
3. **Applicability.** This instruction applies to all personnel assigned to Naval Medical Education and Training Command (NMETC), Bethesda, Maryland.
4. **Policy.** Occasionally, it may be necessary to correct a member's deficiency/negligence in some performance or skill that does not require disciplinary action. It is the intent of EMI or temporary administrative withholding of privileges to correct such a deficiency/negligence through constructive guidance/assignment or temporary withholding of privileges that is non-punitive in nature. Senior personnel are expected to demonstrate the highest example of leadership, personal behavior, integrity, responsibility, followership, zeal, and attention to duty. They must also mentor, inspire, motivate, and lead their Sailors towards the same and hold them responsible to fulfill their assigned duties. Imposition of EMI or withholding of privileges should be taken when counseling and normal instruction/training fails to accomplish the objective(s). It is imperative that the application of this directive be fair, reasonable, and nondiscriminatory.

## **5. Definitions & Guidelines**

a. **Extra Military Instruction (EMI)** is defined as instruction in a phase of military duty in which an individual is deficient, and is intended for, and directed towards the correction of that deficiency. It is a bona fide training technique to be used for improving the efficiency of an individual within a command or unit through correction of some deficiency in that individual's performance of duty. It may be assigned only if genuinely intended to accomplish that result. It is not to be used as a substitute for judicial (court-martial) action or nonjudicial punishment (NJP), and must be logically related to the deficiency in performance for which it was assigned.

(1) **Authority.** Authority to assign EMI is vested in the Commander, however, this authority is hereby delegated to Department Heads in paygrade E7 or above. Department Heads below the paygrade of E7 may seek to have EMI assigned to junior personnel via the next authorized level (E7 or above) in their chain of command. Reference (c) precludes delegating EMI authority to civilian employees. Civilians in appropriate authority (department head or above) may request the assigning of EMI to junior personnel from the Deputy Commander via the Command Master Chief (CMC).

(2) **Implementation.** The administration of EMI is authorized within the following limitations:

(a) EMI may be assigned at a reasonable time outside normal working hours but should not be assigned on a member's Sabbath.

(b) EMI will not normally be assigned for more than two hours per day and will not be conducted over a period that is longer than necessary to correct the performance deficiency. Periods in excess of two weeks will not be authorized without prior written approval of the Commander.

(c) EMI shall be performed by the member under the supervision of the individual who imposes it or the Officer of the Day for the duration of the EMI period.

(d) EMI will not be used as a method of depriving a member of normal liberty. A member who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.

b. **Administrative Withholding of Privileges** is defined as temporary withholding of privileges, as another administrative corrective measure, employed by senior personnel in order to correct infractions of military regulation or performance deficiency in their assigned personnel when punitive action may not be necessary/appropriate due to the nature of the infraction or deficiency, as per reference (a)

(1) **Privileges further defined:**

(a) A privilege is a benefit, advantage, or favor provided for the convenience or enjoyment of an individual.

(b) Examples of privileges that may be temporarily withheld as administrative corrective measures are special liberty, exchange of duty, special command programs, base libraries, base movies, base parking, and base special services events.

(2) **Authority.** Final authority to withhold a privilege, however temporary, must ultimately rest with the level of authority empowered to grant that privilege. Directors are authorized to administratively withhold privileges delegated under their authority (i.e., special liberty under 3 days, special assignments within the Directorate, recommendations for exchange of duty, etc.). The Commander will withhold, or make final approval on recommendations to withhold, privileges not delegated to the directorate level.

c. **Normal Working Hours.** This instruction does not limit the authority of supervisors to extend normal working hours of their personnel in order to complete assigned duties/responsibilities in support of the command's mission and to maintain operational readiness. Supervisors shall advise seniors prior to, and subsequently inform their personnel, when extended normal working hours are to be imposed.

6. **Action.** This directive is effective immediately and shall be uniformly applied.


a. Imposition of EMI must be initiated in writing utilizing the format example established by enclosure (1). Enclosure (2) may be utilized to assist in the process of imposing EMI.

b. Imposition of temporary withholding of privileges must be initiated in writing utilizing the format example established by enclosure (3)

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c. All EMI assignments and/or determination for temporary withholding of privileges shall be reviewed for appropriateness and consistency by the member's Senior Enlisted Leader (SEL) prior to imposition.

d. Utilization and distribution of EMI or temporary withholding of privileges paperwork shall be as indicated on enclosures (1) and (3). SELs shall maintain a file copy of all completed EMI assignments and temporary withholding of privileges memoranda under his/her purview for a period of two years. In addition, a copy shall be placed in the member's division folder.

  
W. T. NUNNS  
Acting

Distribution:  
List I & II

**EMI REPORT SHEET**

1616  
(Date)

From: (Department Heads in paygrade E7 or above)  
To: (Member)  
Via: Leading Chief Petty Officer \_\_\_\_\_

Subj: **ASSIGNMENT OF EXTRA MILITARY INSTRUCTION (EMI) ICO:**  
**HM3 JOHN DOE, 123-44-5321**

Ref: (a) NAVMEDEDTRACOMINST 1616.1

Encl: (1) EMI Accountability Sheet

1. It has been determined that your behavior/performance is considered deficient. Accordingly, EMI has been assigned to you under the conditions and timeframe indicated below and on enclosure (1), in accordance with reference (a).

2. The following additional information is pertinent:

- a. Department assigned:
- b. Date and description of behavior/performance considered deficient:
- c. Total number of hours of EMI assigned:
- d. Type of duty to be performed as EMI:

(Department Head's Signature)

-----  
Date: \_\_\_\_\_

**LCPO's ENDORSEMENT**

From: Leading Chief Petty Officer

1. Assigned EMI is: **ENDORSED** ☐ **NOT ENDORSED** ☐
2. Reason, if not endorsed:

(LCPO's Signature)

Copy to:  
Command Master Chief  
Leading Chief Petty Officer  
Member's Division Folder

Enclosure (1)

# EXTRA MILITARY INSTRUCTION (EMI) ACCOUNTABILITY SHEET

Date: \_\_\_\_\_

Ref: (a) NAVMEDEDTRACOMINST 1616.1

1. As per reference (a), EMI can be issued by Department Heads (E7 or Above) and shall be performed in amounts not exceeding two hours per day, commencing before or after normal working hours. It must also serve to correct a member's performance deficiency.

2. \_\_\_\_\_ is hereby directed to complete  
\_\_\_\_\_ hours of EMI, as assigned by \_\_\_\_\_

to commence on \_\_\_\_\_, and to continue on subsequent days until completed.

**Guideline Note: Dept. Heads may give up to 10 hours. EMI shall not be performed on the member's Sabbath, nor on days of normal liberty.**

Date:	Number of EMI hours per session:	Supervisor's Signature:	Hours of EMI Remaining:
	2		
	2		
	2		
	2		
	2		
	2		
	2		
	2		
	2		
	2		

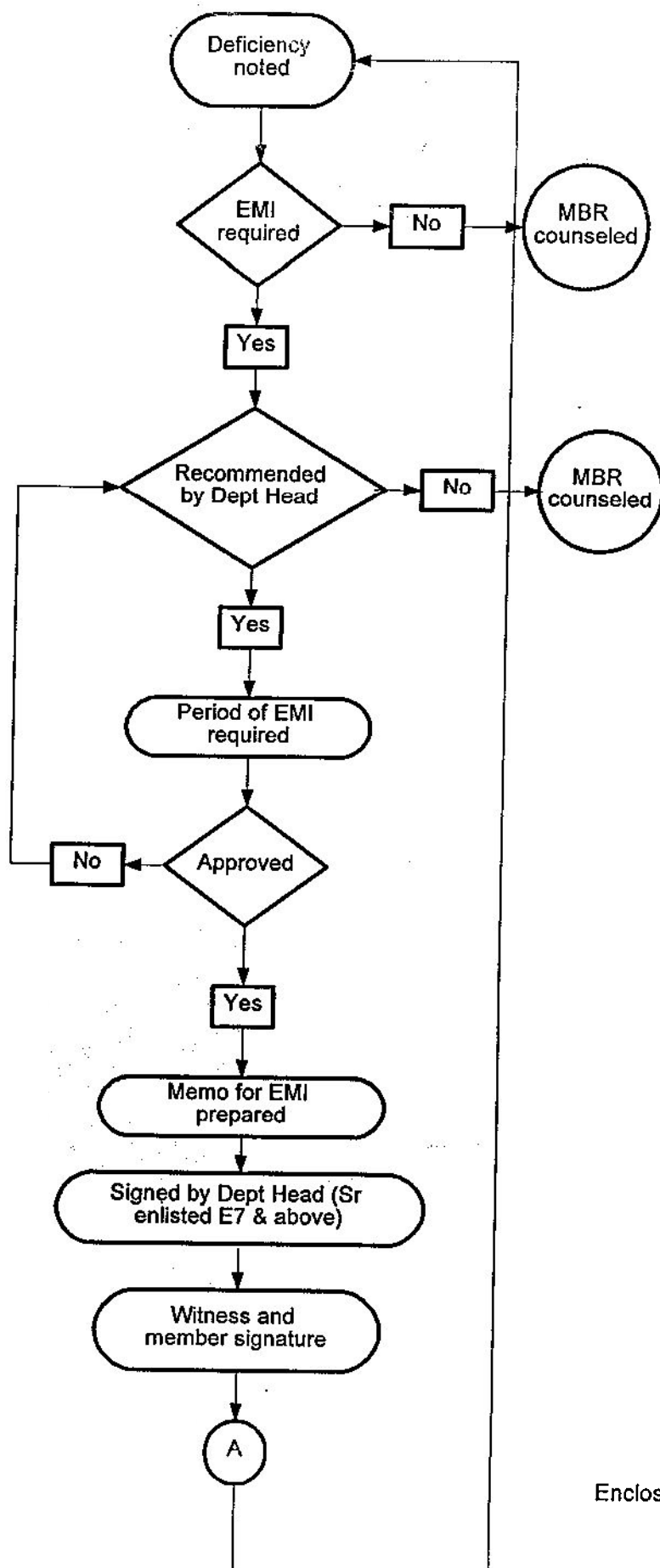
**An assigned Leading Chief Petty Officer shall supervise this EMI and sign-off after the completion of each session. EMI is not to be conducted during normal working hours. After the EMI is completed, member shall return this paper to the individual who assigned the EMI and a copy of this completed form shall be given to the member's LCPO and placed in their division folder.**

Signature of Dept. Head who assigned EMI: \_\_\_\_\_ Date: \_\_\_\_\_

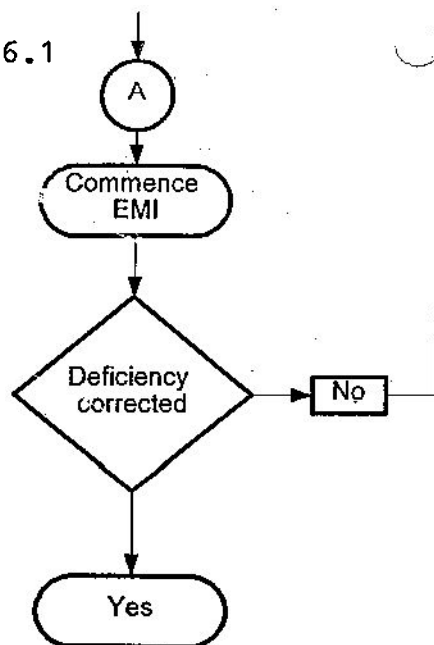
**FILE IN MEMBER'S DIVISION FOLDER UPON COMPLETION OF EMI**

## EXTRA MILITARY INSTRUCTION

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Enclosure (2)





1616  
(Date)

## MEMORANDUM

From: (Department Head)  
To: (Member)  
Via: (Senior enlisted member in the directorate for EMI or  
withholding of a privilege) (Authority empowered to grant the  
privilege for withholding of a privilege)  
Subj: (EMI) (TEMPORARY WITHHOLDING OF PRIVILEGES) (CHOOSE AS  
APPROPRIATE)

Ref: (a) NAVMEDEDTRACOMINST 1616.1

Encl: (1) EMI Assignment Sheet (only for EMI)

1. The area(s) in which you are considered deficient is/are:
2. As a result of the above noted deficiency(ies) and as authorized by reference (a), you are assigned (EMI) (temporary withholding of the following privilege(s):)
3. Your assigned EMI will be for the period of (inclusive dates). Enclosure (1) provides your EMI assignment and further instructions. You will be supervised by (name) in the performance of your EMI.

"OR"

Your privilege of (\_\_\_\_\_) or is withheld for (period of time).

Reviewed  
Concur/do not concur:

\_\_\_\_\_  
(Signature line)  
Reviewed/approved:

\_\_\_\_\_  
(Signature line of senior  
enlisted member)

\_\_\_\_\_  
(Signature line of authority for  
withholding of a privilege)

I have read the above and understand its contents. I realize that failure to comply with these instructions could not only result in further administrative action, but also in disciplinary action.

Witnessed by:

\_\_\_\_\_  
(Signature Line)

\_\_\_\_\_  
(Member's signature line)

Enclosure (3)